



Vacancy Announcement

Embassy of the United States of America
Bujumbura, Burundi

Announcement Number:

Bujumbura-2021-28

Position Title:

Electrical Controls Technician

Opening Date:

November 24, 2021

Closing Date:

December 08, 2021, at 16:00

Series/Grade:

Resident (OR): FSN- 7
Not-Ordinarily Resident (NOR): FP-7

**Final grade/step for NORs will be determined by Washington.*

For More Info:

Mailing Address:

Human Resources Office
Embassy of the United States
Avenue des Etats- Unis
B.P 1720 Bujumbura

Note: Closing time for submission of applications at the Embassy is 16:00 (Monday to Thursday) and 11:00 on Friday.

E-mail Address: BujumburaHR@state.gov

Or visit our website at <https://bi.usembassy.gov/embassy/jobs/> and/or contact the Human Resources Office at 22 20 70 24.

Who May Apply:

All eligible candidates – All Sources

Security Clearance Required:

Local Security Certification

Duration Appointment:

Indefinite, subject to successful completion of probationary period

Marketing Statement: We encourage you to read and understand the Eight (8) Qualities of Overseas Employees before you apply. <https://careers.state.gov/wp-content/uploads/2018/02/Eight-Qualities-of-Overseas-Employees.pdf>

Summary: The U.S. Mission in Bujumbura, Burundi is seeking eligible and qualified applicants for the position of **Electrical Controls Technician**.

The work schedule for this position is full time (40 hours per week).

Start date: Candidate must be able to begin working within a reasonable period of time of receipt of agency authorization and/or clearances/certifications or their candidacy may end.

Supervisory Position: Yes

The incumbent will be required to supervise trade helpers, or others assigned to assist depending on nature and complexity of the task/project. The incumbent will also oversee, manage, and monitor electrical repair/replacement projects, and BME service contracts specifically related to plumbing equipment, components, and systems.

DUTIES:

The incumbent reports to the Building Engineer. The incumbent is employed as a journeyman level Electrical Controls Technician to carry out skilled maintenance and repair work throughout the New Embassy Compound (NEC) on critical and non-critical electrical components within the functional/office buildings, on-compound ancillary support and residential buildings, above and below ground infrastructures, recreational facilities, and other owned/leased properties.

QUALIFICATIONS AND EVALUATIONS:

EDUCATION: Completion of secondary school is required. Successful completion of specialized vocational training program from an accredited institute recognized as producing journeyman level electricians and mechanical system specialist trained in the maintenance of commercial or industrial buildings/facilities is required. A portion of the training must be in Electrical Controls and Automated Systems Technology.

REQUIREMENTS:

EXPERIENCE: A minimum of three (3) years' experience working at the journey-level in the installation, repair, and maintenance of commercial building electrical systems including power generation and distribution systems, grounding, and digital building controls and automated systems. Work experience must show a progression of increased responsibility, and the ability to repair complex equipment, components, and systems.

This should include a minimum of 2 years work experience operating and maintaining 3 phase electrical equipment with ampere ratings of 1600 Amps or higher. Must have a career path that demonstrates increased levels of responsibility working on complex equipment, control circuits, and building automation systems.

JOB KNOWLEDGE: The incumbent is required to know electrical theory, ohms law, how to size electrical equipment including generators, transformers, motor starters, feeder and branch circuit wiring, circuit breakers and other electrical equipment/components, and how to use the various test instruments to analyze and repair electrical problems. Must know how to diagnose the root cause of an electrical problem and what materials and equipment will be needed to facilitate repairs. Must know how to work safely on electrical components including the use of lock-out / tag-out safety measure. The incumbent must have detailed technical knowledge of electrical control systems and how control systems interface with other operating systems. His/her

knowledge base must be equipment specific with all makes and models of the installed electrical systems, power generation and distribution equipment, switchgear, and mechanical equipment. Must have a very good technical understanding of major building electrical/mechanical systems and equipment with a specialty in controls. Knowledge of International Building Code standards including electrical and mechanical requirements, and fire and life safety codes is required.

EVALUATIONS:

LANGUAGE: English level III (Good working knowledge) Written/Speaking/Reading is required. In order to translate local technical information, contract documents, and correspondences from the local language into English for the Supervising Building Engineer. Kirundi or Kiswahili III (Good knowledge) Written/Speaking/Reading is required. In order to communicate with local contractors and other LE Staff.

SKILLS AND ABILITIES: The incumbent must be able to read and interpret electrical drawings, riser diagrams, wiring schematics, various equipment schedules, operations and maintenance manuals, and other construction documents. The incumbent shall have skills and abilities in the following areas: testing electrical components and taking equipment readings with various meters, hand tools, power tools, and specialty tools to determine the root cause of a problem, and the appropriate repairs. Must be able to use tools of the trade in order to install, troubleshoot, and repair building electrical controls, automated systems, and all associated components and devices. Additional skills include working with emergency standby generator systems; distinguishing frequencies and sounds, color codes and odors in the operation of equipment in order to troubleshoot for repairs. Must have substantial skill in comprehending engineering reports, specifications, and related materials in English. Additional abilities include responding to emergency situations in an efficient and timely manner to effect immediate repairs; work in various adverse conditions such as tight or enclosed spaces, working on ladders at various heights, and working in temperature extremes, indoors or outdoors, to complete work assignments; communicate orally and in writing with co-workers, contractors, and vendors to obtain and provide pertinent information. Must be computer literate, able to use the Microsoft Office Suite software including MS Word, Excel, Outlook, and Power Point; able to draft reports and create spreadsheets, and able to write e-mails and research information on the Internet. A valid driver's license is required. Must have excellent interpersonal skills and be able to handle a large workload and multiple tasks. Must be organized.

Qualifications: All applicants may be tested on any requirements listed above. All applicants under consideration will be required to pass medical and security certifications. All applicants must be able to obtain and hold a Local Security Certification.

EQUAL EMPLOYMENT OPPORTUNITY (EEO): The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation.

Benefits: Locally employed staff, including members of household (MOHs), and third-country nationals (TCNs), working at the U.S. Mission in Bujumbura, Burundi, may receive a compensation package that may include health, separation, and other benefits.

For EFMs, benefits should be discussed with the Human Resources Office. The pay plan is assigned at the time of the conditional offer letter by the HR Office.

Other information:

HIRING PREFERENCE SELECTION PROCESS: Applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

- (1) AEFM / USEFM who is a preference-eligible U.S. Veteran*
- (2) AEFM / USEFM
- (3) FS on LWOP and CS with reemployment rights **

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of their most recent DD-214 (“Certificate of Release or Discharge from Active Duty”), equivalent documentation, or certification. A “certification” is any written document from the armed forces that certifies the service member is expected to be discharged or released from active-duty service in the armed forces under honorable conditions within 120 days after the certification is submitted by the applicant. The certification letter should be on letterhead of the appropriate military branch of the service and contain (1) the military service dates including the expected discharge or release date; and (2) the character of service. Acceptable documentation must be submitted in order for the preference to be given.

** This level of preference applies to all Foreign Service employees on LWOP and CS with re-employment rights back to their agency or bureau.

For more information (i.e., what is an EFM, USEFM, AEFM, MOH, etc.?) and for additional employment considerations, please visit the following link:

<https://careers.state.gov/downloads/files/definitions-for-va>

How to Apply: All candidates must be able to obtain and hold a Local Security Certification. Applicants must submit a Universal Application for Employment (DS-174) which is available at Bujumbura US Embassy website.

- **For physical applications:** *Please indicate your name and the position title for which you are applying on the envelope and sign in the logbook upon drop-off of your application in the HR Office.*
- **In the event of application through BujumburaHR@state.gov :** *please indicate the position title for which you are applying in the subject line of your email.*

Required Documents: Please provide the following required documentation with your application:

- DS-174
- Work Permit (For non-Burundian)
- Passport copy or national ID copy
- Copy of Diploma
- List of references

What to Expect Next: Applicants who are invited to take a language or skills test, or who are selected for an interview, will be contacted via email.

For further information: The complete position description listing all of the duties, responsibilities, required qualifications, etc. may be obtained by contacting the Human Resources office.

Thank you for your application and your interest in working at the U.S. Mission in Bujumbura, Burundi.